

ATLANTA POLICE DEPARTMENT
Equipment Return Form

Employee's name	Rank or job	Date of Employe
APD ID number	SS N	
Assianment (division and _____)		
Date of <input type="checkbox"/> termination of _____ or <input type="checkbox"/> retirement _____		

Employee's work site

This employee has turned in the following equipment in satisfactory condition and owes no other equipment to this section.

- Office keys • Vehicle keys • Gas key • Parking card
- Other _____

Section commander's signature _____ Date _____

Electronic Maintenance Unit

This employee has turned in the following equipment in satisfactory condition and owes no other equipment to the Communications Section.

- Radio # _____ • Pager # _____ • Other _____

Unit commander's signature _____ Date _____

Property Control Unit

This employee has turned in the following equipment in satisfactory condition and owes no other equipment to the Property Control Unit.

- Service weapon # _____ • Second weapon # _____ • OC spray
- ASP Baton # _____ • Badge, including hat badge • ID card
- Flashlight and charger • Body armor
- Uniform items, as specified in APD.SOP.2131:

• Other _____

Unit commander's signature _____ Date _____

Personnel Services Unit

This employee has complied with APD.SOP.2131 and is authorized to have any final paychecks and pension refunds.

Unit commander's signature _____ Date _____

**ATLANTA POLICE DEPARTMENT
Equipment Return Form (back)**Name _____ Date _____
e: _____ :

Unique ID Number _____ SSN _____

Final Assignment _____

Resignation Termination Retirement

Service Weapon: _____ Serial Number: _____

Magazine How many returned? _____ Rounds of Ammunition Returned _____ASP Baton Serial Number: _____OC Spray Flashlight Charger Badge Shirt Hat

Body Armor Serial Number: _____

Shirts How many long sleeves? _____ How many short sleeves? _____

Pants How many pair? _____

Coat Nylon Rain Leather

Duty Belt	_____	ASP Baton Holder	_____
Flashlight Holder	_____	Hat	_____
Weapon Holster	_____	Handcuff Holder	_____
Tie	_____	Ammo Pouch	_____
Miscellaneous Items	_____		

I witness all the above items to be returned to the City of Atlanta Police Department

Signature

Property Personnel

Supervisor